

# Instructions for Installing the DHS Client Trust Account (Worker Report) Program

## Overview:

This product was created to allow workers to view the account balances and transaction detail of clients for whom the Department of Human Services is maintaining trust accounts. This application was developed in Visual Basic and Crystal Reports. It also utilizes a Microsoft Access database.

## Requirements:

Windows 2000 (preferred) or Windows 95 -- 1 meg of Disk space.

Note: *Best viewed with screen resolution of 600x800, but will function with a higher*

## Installation:

- 1) Click the applicable image on the Bureau of Budget "Downloads" page.  
(Alternately: Send an E-mail to Dave Horrocks at [dhorrocks@utah.gov](mailto:dhorrocks@utah.gov)  
Request the Client Trust Account/Worker Report setup.)
- 2) Copy the highlighted file to an empty folder on your C drive. Exit the Internet and close all other programs that may be running on the PC.
- 3) Open the folder where the file was saved.
- 4) Double click the "DHSCClientTrustAccount.exe" file.
- 5) If a setup message is encountered stating that some files are out of date, click "OK". Click "Yes" to restart Windows. When the restart has completed, go back to step 4.
- 6) On Program Setup screen click "OK".
- 7) Click on the Computer button in the top left corner to begin the installation.  
Wait for the installation to finish. Do **not** change the directory.
- 8) If a popup window message is encountered during setup stating that you are attempting to replace an existing driver with an older version, click "Yes" that you want to retain your original version.
- 9) At the conclusion of the setup, click "OK" on the popup window.
- 10) Delete the file that was downloaded for the program installation in step 2.
- 11) It is recommended that a shortcut to the program be created once the installation has been completed. (An icon for the shortcut is provided with the installation. It is located in the C:\Program Files\WorkerReport folder.) If you don't know how to create a shortcut, see a LAN administrator, or call Dave Horrocks or Les Roberts at (801)538-4144.
- 12) You are finished. Access the program from the Start, Programs menu, or from the shortcut icon.

Operation: The location of the Worker.txt file that is created and saved to the LAN by the Trust Accountant must be determined and saved once the program is operational. Follow the instructions on the screen to save the location of the above file. This step need only be done once unless the location of the Worker.txt file is changed. Click the second button on the program screen to "Refresh" the Client records as needed before viewing.

